

CROSSWALK FROM DOE 5500.4A, PUBLIC AFFAIRS POLICY AND PLANNING REQUIREMENTS FOR EMERGENCIES, of 06-08-92, to DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, of 09-25-1995				
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1.	PURPOSE. To establish requirements for Department of Energy (DOE) public affairs actions for emergency situations, and to provide guidelines for each Departmental organization or facility to develop a public information plan that will ensure that necessary public affairs actions are planned, coordinated, and taken as an integral part of the total emergency response effort.	1.	<u>OBJECTIVES.</u>	See DOE O 151.1, CHAPTER IX .
2.	CANCELLATION. DOE 5500.4, PUBLIC AFFAIRS POLICY AND PLANNING REQUIREMENTS FOR EMERGENCIES, of 8-13-81.	2.	<u>CANCELLATIONS.</u>	
3.	GENERAL. This Order covers emergency situations involving an actual, potential, or perceived threat to onsite personnel, public health and safety, and/or to the environment. These emergencies can range from natural disasters (tornados, floods, earthquakes, fires) to man-caused incidents (explosions, fires, releases of toxic or radioactive materials). Emergencies affecting the supply of energy resources are covered by separate Order. The handling of the public affairs aspects associated with accidents or incidents involving nuclear weapons, related materials, or components, within DOE, or where DOE acts in a support role to the Department of Defense, requires additional guidance as provided in Attachment 2.	1.d.	To integrate public information and emergency planning to provide accurate, candid, and timely information to site workers and the public during all emergencies.	DOE 5500.4A had a companion order, which was DOE 5500.5A which dealt specifically with fuel supply disruption emergencies. In DOE O 151.1, there is a common, unified policy for all emergencies.
4.	APPLICABILITY. This Order is applicable:	N/A	N/A	Not used in the same context in DOE O 151.1, as in DOE 5500.4A.
4.a.	To the Department of Energy, including the power administrations, petroleum reserves, Government-owned contractor operated facilities and other facilities in which the Department has responsibility for the protection of public health and safety and the environment.	4.a.(16)	Each DOE site/facility shall provide accurate, candid, and timely information about emergencies to workers and the public. See Chapter IX.	
4.b.	In instances where the Department is obligated by law, Executive order, or interagency agreement to provide assistance in accidents or other emergencies in or to DOE or non-DOE facilities. This includes, but is not limited to, assistance provided by the Federal Radiological Monitoring and Assessment Plan (formerly Interagency Radiological Assistance Program, IRAP); the Aerial Management System (AMS); the Nuclear Emergency Search Team (NEST) and the Accident Response Group (ARG); transportation accidents involving nuclear and other hazardous materials; and natural disasters or industrial accidents.	See above.	See above.	

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4.c.	In cases where DOE provides technical support and assistance to another Government agency or private organization.	See above.	See above.	
5.	POLICY. It is the policy of DOE to provide accurate and timely information to the public by the most expeditious means whenever possible in all situations involving the Department's response to any emergency that may affect onsite personnel, public health and safety, and the environment. DOE operates under an open information policy in the release of accident or other emergency information in conformance with established DOE information policies, the Freedom of Information Act and the Privacy Act, except for the release of information classified for national security purposes or otherwise legally prohibited from release. DOE is responsible for public affairs actions taken in emergencies at DOE facilities. Such actions shall be coordinated with other agencies when appropriate.	CHAPTER IX 1. 2. 2.a. 2.b.	<u>GENERAL</u> . The Department shall provide accurate, candid, and timely information, consistent with requirements of the Freedom of Information Act and the Privacy Act, to site workers and the public during all emergencies, so as to establish facts and avoid speculation. <u>PLANNING PHASE</u> . Public affairs policy and planning requirements apply for all emergencies or when the Department is obligated by law, Executive Order, interagency agreement, or other accord to provide technical support and assistance in accidents, defense mobilization, war, or other emergencies, including those involving another government agency, private organization, or nation. These policies and planning requirements shall apply in conjunction with the United States' international commitments to the International Energy Program, the International Energy Agency, the North Atlantic Treaty Organization, and the International Atomic Energy Agency, or through the Department's commitments under the Defense Production Act.	
6.	RESPONSIBILITIES AND AUTHORITIES.	[See Comments]	[See Comments]	Individual responsibilities and authorities for (now) CP-1 are now prescribed in the same level of detail in DOE O 151.1. CP-1 is a member of the Headquarters Executive Team in all emergencies.
6.a.	Director of Public Affairs (PA-1).	See above.	See above.	See above.
6.a.(1)	Develops and administers DOE public affairs policy and planning requirements for emergencies in accordance with this Order.	See above.	See above.	See above.
6.a.(2)	Ensures that appropriate manpower, facilities, and equipment are provided to facilitate carrying out emergency public affairs responsibilities at Headquarters.	See above.	See above.	See above.

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6.a.(3)	Coordinates DOE public affairs activities in response to emergencies occurring in DOE facilities or otherwise involving DOE personnel and resources.	See above.	See above.	See above.
6.a.(4)	Reviews and appraises annually the operation of emergency public affairs programs throughout DOE to ensure consistency with this Order. These appraisals should be coordinated, to the extent possible, with the emergency preparedness appraisals conducted by the Director of Emergency Planning and Operations.	See above.	See above.	See above.
6.a.(5)	Determines public affairs requirements and takes necessary independent action when prior consultation with the office of the Secretary (S-1) is not possible.	See above.	See above.	See above. Typo noted "office" should have been capitalized when referring to S-1.
6.a.(6)	Reviews for concurrence with the field element public affairs plans for emergencies.	See above.	See above.	See above.
6.a.(7)	In the event of losses, seizures, or thefts of nuclear weapons, components, or materials by terrorists or other dissident groups, release of information shall be approved in advance by PA-1, IN-1, SA-1 and DP-1, through the Emergency Action and Coordination Team (EACT), and shall be handled by PA-1 or higher authority. (See Attachment 2.)	See above.	See above.	See above.
6.a.(8)	Inform the DOE Field Office Manager and the On-Scene Commander, through the EACT, at the site of an accident/incident, of any decisions or press releases at the national level related to the emergency.	See above.	See above.	See above.
6.b.	Deputy Assistant Secretary for Naval Reactors (NE-60).	3.c.(1)	The facilities and activities of the Naval Nuclear Propulsion Program and the Power Marketing Administrations are exempt from the requirements of this Order.	Since the Naval Reactors Program is excluded from this Order, no responsibilities are included.
6.b.(1)	Develops and administers public affairs planning requirements for emergencies dealing with the Naval Nuclear Propulsion program activities including Pittsburgh Naval Reactors Office, Schenectady Naval Reactors Office together with field offices located at Naval Reactors Prototypes and will inform PA-1 of these planning requirements.	See above.	See above.	See above.
6.b.(2)	For the Naval Reactors (NR) program, will fulfill the responsibilities of paragraph 6a(4) for appraisals and overviews of emergency public affairs programs developed for the NR program.	See above.	See above.	See above.

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6.b.(3)	Requests assistance from PA-1 for those events requiring actions when NE-60 determines assistance is required.	See above.	See above.	See above.
6.c.	Heads of Field Elements.	CHAPTER I 8. 8.f.	<u>OPERATIONS/FIELD OFFICE MANAGERS.</u> Ensure emergency public information planning is integrated with the development and maintenance of Emergency Plans.	
6.c.(1)	Develop and maintain public affairs plans for emergencies for the facilities, operations and projects under their jurisdiction, appropriate to implement the requirements of this Order. Submit these plans to PA-1 for concurrence and a controlled copy to Headquarters Emergency Operations Center (EOC). Such plans should require that public announcements be reviewed for classification prior to their release, where appropriate.	CHAPTER IX 2.d.	Each Operation/Field Office and site/facility shall prepare an Emergency Public Information Plan, but the same plan can cover multiple facilities if located on a contiguous site. As necessary, facility-specific plans shall be prepared. The plans shall provide the following.	
6.c.(2)	Determine local public affairs requirements and take necessary actions when prior consultation with Headquarters is not practical. In such cases provide the Headquarters EOC with the text of any announcements issued.	CHAPTER IX 4.g.	The Assistant Secretary for Congressional, Public and Intergovernmental Affairs, and the Headquarters Emergency Manager shall be informed of all DOE emergency public information actions. These notifications shall be made as soon as practicable but are not required prior to issuing news releases or public statements.	
6.c.(3)	Provide the personnel, facilities and equipment sufficient to implement the emergency public affairs plan for the site(s) under their jurisdiction.	CHAPTER IX 4.d.(1)	Identification of personnel, resources, facilities, and coordination procedures necessary to provide emergency public information.	
6.c.(4)	Assure that emergency planning information is periodically disseminated to State and local planning offices. This shall include educational background information on specific hazards, availability of additional information, and protective measures. The degree of implementation of this responsibility should be consistent with the degree of hazard potential.	CHAPTER IX 4.d.(3) 4.d.(4)	A methodology for informing workers and the public of DOE emergency plans and protective actions, before and during emergencies. Coordination of public information efforts with State, local, and Tribal governments, and Federal emergency response plans, as appropriate.	
6.c.(5)	Assure that meetings are held at least annually with State and local emergency planning public affairs officials to cover public affairs planning requirements for emergencies.	See above.	See above.	
7.	MOBILIZATION AND IMPLEMENTATION.	N/A	N/A	

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7.a.	The public affairs plans for emergencies shall go into effect upon notification from the affected organization. DOE has adopted four emergency response levels:	CHAPTER V 3.	<u>HAZARDOUS MATERIALS (RADIOLOGICAL AND NON-RADIOLOGICAL)</u> . Operational Emergencies shall be classified as either an Alert, Site Area Emergency, or General Emergency, in order of increasing severity, when events occur that represent a specific threat to workers and the public due to the release or potential release of significant quantities of radiological and non-radiological hazardous materials. Classification aids in the rapid communication of critical information and the initiation of appropriate time-urgent emergency response actions.	
7.a.(1)	Unusual Event. An unusual event in progress or having occurred which normally would not constitute an emergency but which indicates a potential reduction of safety of the facility. No potential exists for significant offsite release of radioactive or other toxic material. Activation of offsite response organizations is not expected. Emergency response actions are limited to onsite areas.	CHAPTER V 1. (Excerpt)	...Other initiating events that warrant categorization as Operational Emergencies shall be included in site/facility-specific procedures. Less severe events are reported through the "Unusual Occurrence" and "Off-Normal Occurrence" process described in DOE O 232.1....	

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7.a.(2)	Alert. An event in progress or having occurred which involves an actual or potential substantial reduction of the level of safety of the facility. Limited offsite releases of radioactive materials may occur. For other toxic materials, offsite releases are not expected to exceed applicable, permissible limits. The purpose of an Alert level is to assure that onsite and offsite emergency response personnel are properly advised and available for activation if the situation becomes more serious, to initiate and perform confirmatory monitoring as required, and to assure appropriate notification or emergency management conditions to the responsible organizations within DOE. Declaration of an alert level may require the activation of the public affairs plan.	CHAPTER V 3.a. 3.a.(1) 3.a.(1)(a) 3.a.(1)(a) <u>1</u> 3.a.(1)(a) <u>2</u> 3.a.(1)(b) 3.a.(2) 3.a.(3)	<u>Alert</u> . An Alert shall be declared when events are predicted, are in progress, or have occurred that result in one or more of the following. An actual or potential substantial degradation in the level of control over hazardous materials (radiological and non-radiological). The radiation dose from any release to the environment of radioactive material or a concentration in air of other hazardous material is expected to exceed either: the applicable Protective Action Guide or Emergency Response Planning Guideline at or beyond 30 meters from the point of release to the environment or a site-specific criterion corresponding to a small fraction of the applicable Protective Action Guide or Emergency Response Planning Guideline at or beyond the facility boundary or exclusion zone boundary. It is not expected that the applicable Protective Action Guide or Emergency Response Planning Guideline will be exceeded at or beyond the facility boundary or exclusion zone boundary. An actual or potential substantial degradation in the level of safety or security of a nuclear weapon, component, or test device that would not pose an immediate threat to workers or the public. An actual or potential substantial degradation in the level of safety or security of a facility or process that could, with further degradation, produce a Site Area Emergency or General Emergency.	

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7.a.(3)	Site Emergency. An event in progress or having occurred which involves actual or likely major failures of facility functions which are needed for the protection of onsite personnel, the public health or safety, and the environment. Releases offsite of radioactive material not exceeding PRR's are likely or are occurring. For other toxic materials, offsite releases have the potential to exceed applicable permissible limits. The purpose of the site emergency level is to assure that emergency control centers are manned, appropriate monitoring teams are dispatched, personnel required for determining onsite protective measures are at duty stations, predetermined protective measures for onsite personnel are initiated, and to provide current information to DOE and consultation with offsite officials and organizations. Declaration of a site emergency calls for activation of a public affairs plan.	CHAPTER V 3.b. 3.b.(1) 3.b.(2) 3.b.(3)	<u>Site Area Emergency.</u> A Site Area Emergency shall be declared when events are predicted, in progress, or have occurred that result in one or more of the following situations. An actual or potential major failure of functions necessary for the protection of workers or the public. The radiation dose from any release of radioactive material or concentration in air from any release of other hazardous material is expected to exceed the applicable Protective Action Guide or Emergency Response Planning Guideline beyond the facility boundary or exclusion zone boundary. The Protective Action Guide or Emergency Response Planning Guideline is not expected to be exceeded at or beyond the site boundary. An actual or potential threat to the integrity of a nuclear weapon, component, or test device that may adversely impact the health and safety of workers in the immediate area, but not the public. Actual or potential major degradation in the level of safety or security of a facility or process that could, with further degradation, produce a General Emergency.	
7.a.(4)	General Emergency. An event in progress or having occurred which involves actual or imminent substantial reduction of facility safety systems. Releases offsite of radioactive materials are occurring or expected to occur and exceed PRR's. Offsite releases of other toxic materials are expected to exceed applicable permissible limits. The purpose of the general emergency level is to initiate predetermined protective measures for onsite personnel, the public health and safety, and the environment, and to provide continuous assessment of emergency conditions and exchange of information both onsite and offsite. Declaration of a general emergency will initiate major activation of DOE-wide resources required to effectively mitigate the consequences of emergency conditions and assure the protection of onsite personnel, the public health and safety, and the environment to the extent possible. Declaration of a general emergency requires activation of a public affairs plan.	CHAPTER V 3.c. 3.c.(1) 3.c.(2)	<u>General Emergency.</u> A General Emergency shall be declared when events are predicted, in progress, or have occurred that result in one or more of the following situations. Actual or imminent catastrophic reduction of facility safety or security systems with potential for the release of large quantities of hazardous materials (radiological or non-radiological) to the environment. The radiation dose from any release of radioactive material or a concentration in air from any release of other hazardous material is expected to exceed the applicable Protective Action Guide or Emergency Response Planning Guideline at or beyond the site boundary. Actual or likely catastrophic failures in safety or security systems threatening the integrity of a nuclear weapon, component, or test device that may adversely impact the health and safety of workers and the public.	

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7.b.	In addition to the above mentioned emergency levels which are primarily related to facilities or operational sites, this plan also becomes effective when DOE or contractor emergency response teams such as the Nuclear Emergency Search Team (NEST), Accident Response Group (ARG), Radiation Assistance Team, mine rescue team, or other specialized teams are dispatched to an offsite location as required by an interagency agreement or upon request.	CHAPTER IX 4. 4.a.	<u>RESPONSE PHASE.</u> This Order shall be applied during deployment of the Department's emergency response assets: the Aerial Measuring System, the Accident Response Group, the Atmospheric Release Advisory Capability, the Federal Radiation Monitoring and Assessment Center, the Nuclear Emergency Search Team, the Radiological Assistance Program, and the Radiological Emergency Assistance Center and Training Site.	
7.c.	A DOE or contractor public information officer will be assigned to the response team involved in any major offsite response deployment by the Department or its contractors. The public information officer assigned should be familiar with the technical area of the emergency or have the assistance of a designated technical expert to expedite the dissemination of technical information to the public. This is of special importance where security and classified information are major concerns.	CHAPTER IX 4.e.	A DOE or contractor public information officer shall be assigned to the emergency public information response team involved in a significant offsite response deployment.	
7.d.	The Headquarters EOC will be informed of all public affairs emergency actions. This notification should be made in advance of public affairs actions, if possible. However, if the senior DOE official on scene determines that immediate public affairs actions are necessary, the actions will be taken and the EOC will be provided with the text of the formal news release or statement as soon as possible.	4.a.(7)	The Headquarters Emergency Operations Center shall serve as the point of contact for receipt of all emergency notifications and reports. Accordingly, the Headquarters Emergency Operations Center receives, coordinates, and disseminates emergency information to Headquarters Elements and Program Office emergency points of contact, the White House Situation Room, and other Federal agencies.	
7.e.	All communications among Headquarters, the field element, and on-scene locations concerning the emergency should utilize established reporting channels. If a change in these channels is necessary, all parties should be informed of the communications procedure.	CHAPTER VIII 2.a.	For Operational Emergencies, provisions shall be established for prompt initial notification of workers and emergency response personnel and organizations, including appropriate DOE Elements and other Federal, State, Tribal, and local organizations. Provisions shall also be established for continuing effective communication among the response organizations throughout an emergency.	

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7.f.	The Headquarters Office of Public Affairs, PA-1, upon notification of an emergency or other incident that has the potential for extensive media interest, will immediately assign a Headquarters individual or team to organize and provide support to affected Program Offices and to the field elements, and to coordinate information activities in Washington, D.C., and respond to national news media upon inquiry. At the request of the DOE Field Office Manager, or when the emergency event falls outside the cognizance of any field element, PA-1 will assure that a proper public affairs response is activated both near the scene of the event and at Headquarters if necessary.	CHAPTER II 3.b.(3) CHAPTER IX 4.f.	The Assistant Secretary for Congressional, Public and Intergovernmental Affairs provides public affairs, congressional, and intergovernmental liaison specialists. A Headquarters official or team shall provide support to the affected Program Offices/Emergency Management Team and/or requesting Operations/Field Office, as appropriate.	
7.g.	Appropriate coordination will be made by the Headquarters Office of Public Affairs, PA-1, with the Office of Congressional and Intergovernmental Affairs (CP-1) and with the public affairs offices of other agencies involved in the response to the emergency.	CHAPTER IX 4.b.	The DOE Operations/Field Office and contractor personnel shall cooperatively ensure that an adequate public information program is established and maintained, commensurate with site hazards, to ensure that information can be provided to the public and the media during an emergency. An adequate emergency public information program includes a Joint Information Center to provide resources to comply with the integrated, comprehensive Emergency Management System, commensurate with hazards, during an emergency. The Joint Information Center will be established, directed, and coordinated by the senior DOE Operations/Field Office Public Affairs manager or a designee. The emergency public information program shall be adequately staffed with personnel trained to serve as spokesperson and newswriter, and to provide support in media services, public inquiry, media inquiry, Joint Information Center management and administrative activities, and media monitoring. Persons with technical expertise about the emergency and with spokesperson training shall also be assigned to the emergency public information staff.	

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8.	SITE SPECIFIC PUBLIC AFFAIRS PLANS FOR EMERGENCIES.	CHAPTER IX 2.d. 2.d.(1) 2.d.(2) 2.d.(3) 2.d.(4)	Each Operation/Field Office and site/facility shall prepare an Emergency Public Information Plan, but the same plan can cover multiple facilities if located on a contiguous site. As necessary, facility-specific plans shall be prepared. The plans shall provide the following. Identification of personnel, resources, facilities, and coordination procedures necessary to provide emergency public information. Training and exercises for Joint Information Center personnel. A methodology for informing workers and the public of DOE emergency plans and protective actions, before and during emergencies. Coordination of public information efforts with State, local, and Tribal governments, and Federal emergency response plans, as appropriate.	
8.a.	PA-1 and each DOE field element shall prepare a detailed specific public affairs plan for emergencies including, if appropriate, a section or separate plan for offsite response.	See above.	See above.	
8.b.	Public affairs plans for emergencies should recognize that the level of public and news media interest may vary greatly and involve occurrences at any of the four emergency response levels. Public affairs staffs must be prepared to deal with extensive news media and/or public interest in even a relatively minor unusual event. While emergency plans should be geared to the four levels for planning purposes, they should reflect the flexibility and capability of meeting extensive news media and public demands for information at any time in the course of an event, regardless of the actual severity of the situation. Such plans should require that public announcements be reviewed for classification prior to their release where appropriate.	See above.	See above.	
8.c.	One DOE site plan can cover multiple facilities if they are on a contiguous site. Each DOE field element may require operating contractors to prepare facility specific public affairs plans for emergencies that are compatible with the site specific plan.	See above.	See above.	

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8.d.	These site and facility specific plans should conform with the criteria included in Attachment 1.	CHAPTER IX 2.c.	The Department shall establish an Emergency Public Information Program that includes adequate plans for all emergencies at DOE or contractor facilities, as well as potential offsite emergencies that may involve DOE resources or personnel.	Specific guidance is contained in the <u>EMG</u> .
Attachment 1	PUBLIC AFFAIRS PLAN	See above.	See above.	See above.
1.	INTRODUCTION.	See above.	See above.	See above.
1.a.	Purpose. The purpose of this Attachment is to establish the requirements for the development of site specific public affairs plans and procedures for emergencies occurring at DOE facilities to assure the effective exchange of information concerning the emergency among DOE, Federal, State, and local agencies, and the public.	See above.	See above.	See above.
1.b.	Planning Basis. The basis of this plan is the need for an effective system to provide accurate and timely information to the affected public. Personnel and resources to accomplish the mission shall be provided for in the plan.	See above.	See above.	See above.
1.c.	Funding and Technical Assistance. Funding for onsite emergency preparedness public affairs support shall be included in the overall emergency preparedness funding requests.	See above.	See above.	See above.
1.d.	Public Affairs Response. DOE is responsible for emergency public affairs plans for its own facilities to include advanced planning and appropriate agreements with State and local governments and other organizations for special cooperation and coordination during emergencies.	See above.	See above.	See above.
1.e.	Form and Content of Plans. DOE does not specify a single format for plans for emergencies. Plans should provide a brief, clear, and concise description of the public affairs emergency organization, designation of responsibilities, and descriptions of procedures and facilities involved in the public affairs aspects of an emergency.	See above.	See above.	See above.
2.	PLANNING AND PREPAREDNESS REQUIREMENTS. The following requirements shall be included in written public affairs plans for response to emergencies.	See above.	See above.	See above.
2.a.	Organization and Assignment of Responsibilities.	See above.	See above.	See above.

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2.a.(1)	Planning Objective. Assure that an effective organization is established and responsibilities assigned to implement DOE emergency public affairs functions.	See above.	See above.	See above.
2.a.(2)	Planning Requirements.	See above.	See above.	See above.
2.a.(2)(a)	An emergency public affairs organization, comprised of DOE and contractor personnel, where appropriate, shall be identified in the plan together with the responsibilities assigned for the direction and control of the emergency public affairs functions.	See above.	See above.	See above.
2.a.(2)(b)	Authority for preparation, review, and release of public information statements and announcements shall be defined and provided in the plan.	See above.	See above.	See above.
2.a.(2)(c)	Technical support personnel and/or resource organizations shall be identified in the plan as required by the potential emergency occurrences and unique aspects of the processes, facilities, and operations under the jurisdiction of the field organization for which the plan applies.	See above.	See above.	See above.
2.a.(2)(d)	Emergency assignments should correspond as closely as possible to normal duties.	See above.	See above.	See above.
2.b.	Emergency Operations and Response Concepts.	See above.	See above.	See above.
2.b.(1)	Planning Objective. Assure that the implementation of emergency public affairs functions are compatible with the general site emergency operations response concepts, and facilitate the exchange of information between organizations both onsite and offsite.	See above.	See above.	See above.
2.b.(2)	Planning Requirements.	See above.	See above.	See above.
2.b.(2)(a)	The emergency public affairs functions prescribed in the plan shall be an integral part of the site emergency operations, and shall be incorporated as an essential element of response.	See above.	See above.	See above.
2.b.(2)(b)	The plan must assure that response activation of the emergency public affairs staff and resources is adequate and appropriate to the actual needs created by, or as a result of, an emergency.	See above.	See above.	See above.

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2.b.(2)(c)	The plan must assure that an assessment of the emergency is made to provide appropriate response to the media and other inquiries, e.g., public announcements, responses to inquiries, telephone and written updates, and individual interviews.	See above.	See above.	See above.
2.c.	Preparation and Dissemination of News Statements and Releases.	See above.	See above.	See above.
2.c.(1)	Planning Objective. Assure that a systematic approach is provided for preparation, approval, coordination, and dissemination of news statements and releases concerning DOE emergencies.	See above.	See above.	See above.
2.c.(2)	Planning Requirements.	See above.	See above.	See above.
2.c.(2)(a)	Procedures shall be developed to facilitate the preparation of news statements and other information materials, assure technical accuracy, and obtain approval and/or coordination for dissemination to the media. News statements and releases shall be reviewed for classification prior to their release where appropriate.	See above.	See above.	See above.
2.c.(2)(b)	Procedures shall be developed to assure coordination with Federal, State and local officials concerning news statements and releases regarding DOE onsite emergencies, and DOE technical support and assistance for offsite operations in support of other Federal agencies, State and local government, and private industry.	See above.	See above.	See above.
2.d.	Designation/Use of Facilities.	See above.	See above.	See above.
2.d.(1)	Planning Objective. Assure that facilities are available to effectively carry out the emergency public information function.	See above.	See above.	See above.
2.d.(2)	Planning Requirements.	See above.	See above.	See above.
2.d.(2)(a)	The plan shall assure that sufficient space, operational aids, equipment and supporting telecommunications services are provided to carry out the assigned emergency public information functions during initial phases of response and to meet the staffing requirements throughout the remaining emergency period.	See above.	See above.	See above.
2.d.(2)(b)	The plan shall assure that a facility or facilities are designated, and can be equipped as media briefing centers.	See above.	See above.	See above.

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2.d.(2)(c)	The plan shall assure that a facility or facilities are designated and can be equipped as media briefing centers for continued public affairs functions during major emergency situations.	See above.	See above.	See above.
2.d.(2)(d)	Procedures shall be developed to assure activation of facilities as required.	See above.	See above.	See above.
2.e.	Exercises.	See above.	See above.	See above.
2.e.(1)	Planning Objective. Assure that DOE and contractor organizations participate in exercises to develop and maintain key skills, and that deficiencies identified as a result of these exercises are corrected.	See above.	See above.	See above.
2.e.(2)	Planning Requirements.	See above.	See above.	See above.
2.e.(2)(a)	The public affairs plan for emergencies shall be exercised as a key element in field element exercises.	See above.	See above.	See above.
2.e.(2)(b)	Critiques and evaluations of exercises for emergencies shall be documented, and appropriate changes shall be made to emergency plans and procedures to correct any identified deficiencies.	See above.	See above.	See above.
3.	GENERAL CHECKLIST.	See above.	See above.	See above.
3.a.	Facilities.	See above.	See above.	See above.
3.a.(1)	Preselected briefing area.	See above.	See above.	See above.
3.a.(2)	Preselected emergency press center.	See above.	See above.	See above.
3.b.	Communications.	See above.	See above.	See above.
3.b.(1)	Duty officer available 24 hours.	See above.	See above.	See above.
3.b.(2)	Telephone lines.	See above.	See above.	See above.
3.b.(3)	Recording equipment.	See above.	See above.	See above.
3.b.(4)	Facsimile transmission equipment.	See above.	See above.	See above.
3.c.	Administrative.	See above.	See above.	See above.
3.c.(1)	Procedures for activation of facilities.	See above.	See above.	See above.

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3.c.(2)	Briefing materials, visual aids, and reference materials.	See above.	See above.	See above.
3.c.(3)	Media call lists.	See above.	See above.	See above.
Attachment 2	PUBLIC AFFAIRS POLICY FOR NUCLEAR WEAPONS ACCIDENTS/INCIDENTS	[See Comments]	[See Comments]	DOE O 151.1 describes an overall public affairs policy.
1.	INTRODUCTION.	See above.	See above.	See above.
1.a.	Purpose. To define responsibilities and procedures for a prompt and credible public information response in the event of a nuclear accident or incident involving nuclear weapons, components, and related materials; and radiological emergencies requiring specialized Office of Emergency Planning and Operations and Defense Programs emergency team response.	See above.	See above.	See above.
1.b.	Definitions.	[See Comments]	[See Comments]	Will be listed in a comprehensive definitions document to be published Department-wide by DOE.
1.b.(1)	Accident Response Group (ARG): A team of scientists, engineers, and technicians that is trained, organized, and equipped to respond to a nuclear weapons accident/incident.	See above.	See above.	See above.
1.b.(2)	DOE Team Leader: That individual designated by the Director of the Emergency Action and Coordination Team (EACT) to manage the DOE field activities in response to a non-DOE nuclear weapons accident/incident. If the Department of Defense (DOD) or other Federal agency has the primary responsibility for responding to the emergency, the DOE Team Leader would act as a member of the staff of the DOD On-Scene Commander, or other Federal lead official.	See above.	See above.	See above.
1.b.(3)	Emergency Action and Coordination Team (EACT): A DOE team designated to coordinate responses to emergencies involving DOE or requiring DOE assistance.	See above.	See above.	See above.
1.b.(4)	Headquarters Emergency Operations Center (EOC): The Department of Energy center located in Germantown which acts as the point of contact in all emergencies, both receiving and transmitting information pertinent to the emergency. The center operates 24 hours a day and the telephone number is commercial and FTS 301-903-5555.	See above.	See above.	See above.

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1.b.(5)	National Security Area (NSA): An area established on non-Federal lands located within the United States, its possessions, or territories, for the purpose of safeguarding classified and/or Restricted Data information, or protecting DOE equipment and/or material. (gap) DOE equipment and/ temporarily places such non-Federal lands under the effective control of the DOE and results only from an emergency event. The senior DOE representative having custody of the material at the scene will define the boundary, mark it with a physical barrier, and post warning signs. The landowner's consent and cooperation will be obtained whenever possible; however, operational necessity will dictate the final decision regarding location, shape, and size of the NSA. (The equivalent within the DOD is a National Defense Area.)	See above.	See above.	See above. Gap noted in original order.
1.b.(6)	Nuclear Emergency Search Team (NEST): A team of scientists, engineers, and technicians that is trained and organized to respond rapidly with technical assistance in locating nuclear weapons or materials.	See above.	See above.	See above.
1.b.(7)	Nuclear Weapons Accident: An unexpected event involving nuclear weapons or radiological nuclear weapon components that results in any of the following:	See above.	See above.	See above.
1.b.(7)(a)	Accidental or unauthorized launching, firing, or use by U.S. forces or U.S.- supported allied forces of a nuclear-capable weapons system that could create the risk of an outbreak of war.	See above.	See above.	See above.
1.b.(7)(b)	Nuclear detonation.	See above.	See above.	See above.
1.b.(7)(c)	Nonnuclear detonation or burning of a nuclear weapon or radiological nuclear weapon component.	See above.	See above.	See above.
1.b.(7)(d)	Radioactive contamination.	See above.	See above.	See above.
1.b.(7)(e)	Seizure, theft, loss, or destruction of a nuclear weapon or radiological nuclear weapon component, including jettisoning.	See above.	See above.	See above.
1.b.(7)(f)	Public hazard, actual or implied.	See above.	See above.	See above.
1.b.(8)	Nuclear Weapon Significant Incident: An unexpected event involving nuclear weapons or radiological nuclear weapon components that does not fall in the nuclear weapon accident category but that:	See above.	See above.	See above.

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2.b.	Where DOE does not have primary responsibility for emergency response, the DOE personnel will neither confirm nor deny the presence of nuclear weapons or DOE involvement without prior coordination with the lead agency or the EACT. Whenever this policy seems impractical or indicates a lack of credibility, the DOE official should contact the EACT for further guidance.	See above.	See above.	
2.c.	The DOE team leader will neither confirm nor deny the present or anticipated use of the Nuclear Emergency Search Team without prior coordination with the EACT when used in a weapons-related or search mission.	See above.	See above.	
2.d.	In the event of theft of nuclear weapons, related materials, or components by terrorists or dissident groups, release of information shall be approved in advance through the EACT (with the approval of PA-1, DP-1, IN-1, and SA-1), until the Federal Bureau of Investigation (FBI) becomes the lead agency. At that time, all press releases must be coordinated with the FBI prior to release.	See above.	See above.	
2.e.	If the DOE On-Scene Commander designates an area a National Security Area, the news media shall be supported in the same manner as at a DOE facility as established in Attachment 1.	See above.	See above.	
2.f.	Any weapons-related emergency involving DOE, DOD, and the Federal Emergency Management Agency (FEMA) will require the establishment of a joint information center. When established, coordination of all press releases is required with the public affairs representative from the lead organization in the center.	See above.	See above.	
2.g.	The assistance of contractor Public Affairs Officers (PAO) may be required in case of an accident. However, at no time will a contractor PAO act as a spokesman for the Department of Energy unless specifically authorized.	See above.	See above.	